

Name _____ ID# _____ Email _____

Class Yr. _____ Arts & Sciences Engineering Campus Box _____ Date _____

Return completed request to the Registrar's Office, with signatures of adviser(s), department chair(s) and academic dean (see requirement below), with a photocopy of the course description(s).

School _____ Address _____

Session dates (include month, day, year) _____ Online Course: **YES** or **NO** (please circle)

Dept.	Course No.	Title	Credits (sem. or qt. hr.)	BU Equiv. or Level (Assigned by Chair)	*CCC Req.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Adviser(s) _____ Date _____

Department Chair(s) _____ Date _____

Transfer Records Coordinator (Registrar's Office) _____ Date _____

Conditions: _____

Academic Dean (only required for courses taken while not a continuing Bucknell student, i.e. LOA) _____

*CCC Coordinator (required for Tools for Critical Engagement and Lab Science) _____

Please read the following important notes:

1. Normally, the maximum credit transferable is two courses per summer. Dean's approval is required for more than two.
2. Grades for courses taken off-campus are not transferred nor included in the student's Bucknell grade point average.
3. A grade of "C" or better must be earned for transfer of credit. A grade of "C-" or below will not be accepted for credit.
4. For schools on a semester hour system, 4 semester hours are equivalent to 1.0 Bucknell course credit. Policy does, allow that 2 courses of only 3 semester hours may each transfer as a full course credit. Transfer credit would be reduced to .75 credit for any 3 semester hour course taken thereafter. For schools on a 1/4 credit hour system, 6 quarter hours are equivalent to 1.0 Bucknell course credit. Policy does, however allow that 2 courses of only 4.5 quarter hours may each transfer as a full credit. Transfer credit would be reduced to .75 credit for any 4.5 quarter hour course taken thereafter.
5. Permission to study off-campus does not release you from taking your current Bucknell final exams at their regularly scheduled times.
6. Students must be in good academic standing in terms of cumulative grade point average at the end of the current term for approval to be valid.
7. I have confirmed with the off-campus institution that they are accredited by one of the Department of Education accrediting agencies.
8. As with all coursework, courses taken online at accredited universities will be considered for transfer credit at the discretion of the department chair.
9. After completion of course, an official transcript must be sent directly to: *Registrar's Office, Bucknell University, Lewisburg, PA 17837*

I have read and understand the information above. Signed: _____